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12 JUN 1969

MEMORANDUM FOR: 

SUBJECT : AEC, State, DIA, and NSA Use of Federal Records Centers

As you requested I contacted the following Records Management Officers in other Agencies and obtained this information concerning their Agency use of Federal Records Centers:

1. Mr. Joseph Gorman - Atomic Energy Commission - Germantown Headquarters, 119/7278.
  - (a) At present AEC has about 3,000 cu. ft. of its records stored in the GSA Federal Records Center at Suitland. This is AEC Secret "non-weapons" data in sealed boxes which GSA does not service. AEC couriers deliver and remove a few boxes twice a week. Top Secret documents are not retired.
  - (b) Negotiations by AEC and GSA are in progress to store "Weapons Data" in the vault of the Federal Center in Denver. The AEC "Naval Propulsion" records (Confidential) are stored and serviced by GSA in the Records Center at Mechanicsburg, Pennsylvania.
  - (c) In 1964 AEC first put some of its unclassified inactive records in the GSA Centers. Prior to that AEC operated many government owned contract operated (GOCO) Records Centers throughout the U.S. Since 1964 AEC Security inspected the GSA operations and now AEC material up thru Secret is permitted to be deposited in any GSA Center in the U.S. Because of personnel ceilings AEC gave up its Records Centers to gain 50 positions. The AEC buildings now have unmanned records staging areas where old records may be kept five years. Shipments of several hundred boxes are moved from there to the Centers about twice a year. Germantown Headquarters has a staging area for 5,000 feet of records. Their Control Schedules are similar to ours.

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GROUP 1 Excluded from automatic downgrading and declassification
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2. Mr. Don Simon - Department of State - Records Management Officer - Headquarters - 182/2206.  
Mr. Charles Patterson - Chief, Records Service Center, Headquarters - 182/6561.
  - (a) The Department of State retires all classifications of its records to Federal Records Centers. Most of these are sent to the Suitland Center. All Post material including TOP Secret is stored in Suitland. The State Security Office investigated and approved (Charles Skipon and Joe Rossetti were the investigators, but former Agency Security Officers [redacted] head their office at present). GSA services all documents in and out as State requests. TS items are transported by Armed Forces couriers and the procedure takes two days. Secret and below are routine for GSA couriers the same day.
  - (b) At present they store 60,000 cu. ft. under Record group #59 -- State Office Work Files. (Most are classified and all are stored as Secret.) Another 23,000 cu. ft. are Record group #84 -- State Post Records. (These include TS documents.) Another 10,000 cu. ft. are in group #217, Budgets and Site Audit Records. About 60% of State records are on Schedules for from 2 to 75 years. Post records are called "indefinite - permanent".
  - (c) Mr. Patterson operates the staging area in State Headquarters. It has a capacity of 2,000 cu. ft. He has seven people, and retires records to the Federal Centers three times a year. He does not provide service to the records in GSA custody. Offices must deal directly with the Centers.
3. Mrs. Velda Stephenson - Defense Intelligence Agency - Records Management Officer - Lynn Building - 11/68838.
  - (a) All DIA inactive records are stored in GSA Records Centers regardless of classification. Personnel files are sent to St. Louis and other records are retired to the Suitland Center. GSA personnel service all document requests for them.
4. Colonel S. J. Pomrenze - Adjutant Generals Office - Records Management Staff - Pentagon - 11/70811.
  - (a) Several years ago the Department of Defense turned over to GSA all of the military Records Center Buildings, their contents, and the operations. GSA services all DOD documents that are retired. Although this procedure does mean that CIA reports in DOD and State files are stored in GSA Records Centers Col. Pomrenze feels this is not as sensitive as a CIA file itself in a GSA Center. But, he feels that policy is Security's to make, not Records Management's.

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5. [ ] - National Security Agency - Records Management Officer - Fort Meade - 188/7947. 25

- (a) The NSA has a temporary arrangement for compartmented storage space in the Suitland Center just as our Agency has. In fact their agreement also expires in December 1970. They store magnetic tapes as well as hard copy but NSA personnel periodically enter their vault area to service their own document needs. The area is locked in their absence. GSA personnel do not handle any NSA records.
- (b) NSA has its own Records Center in the area of Fort Holabird, Baltimore, Maryland. It is nearly full, but they hope to gain space when a military unit moves out in a year or two. They also have holding areas in the NSA Headquarters. They do not store inactive office records in GSA Centers but NSA personnel folders are retired to the Military and Civilian Personnel Records Centers in St. Louis, Missouri which is operated by GSA.

At present the Procedure at our Agency does not require any personnel or space in Headquarters for a records staging area. The Records Center [ ] uses two people to process 75 boxes of new accessions daily, while seven people on 65,000 feet of office records [ ] and two on 20,000 feet of Supplemental Distribution at Suitland handle 500 services daily, with 1 man for 9,000 feet of Vital Records, 1 on 7,000 of Archives, 2 on Records Disposal, and 2 on administration and overall supervision. It is estimated our services from a GSA Center would be at a rate of 500 sealed boxes per day if we deposited all our records and used the AEC system. But if Security, CI, and the Offices agreed, perhaps several thousand boxes of inactive material could be selected for sealed deposit in GSA Centers. 25

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CIA Records Administration Officer 25

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	Records Management Office Office of Security		
3			
4			
5			
6			
	<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
	<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
	<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
	<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>

[redacted] told me of your visit to study of secure records storage. Consequently, I felt certain you would be interested in this recent collection of information on the use of Federal Records Center by other Government Agencies.

Your knowledge about Federal Records Center will be authoritatively enhanced with a visit to the Assistant Archivist for Federal Records Center, Mr. Charles Sterman, at National Archives Building, 7th and Penn N.W. and to Manager, Gordon Williams at the Federal Records Center in Suitland. Out there you could see our records and DIA records in Vault No. 1 and talk with his Security Officer.

LD HERE TO RETURN TO SENDER	
NAME, ADDRESS AND PHONE NO.	DATE
CIA Records Administration Officer	15 Oct.
UNCLASSIFIED	CONFIDENTIAL
	SECRET